

Appendix F: Definitions of Terms and Acronyms Used in the Standards

Acquisition. The process of acquiring the library materials that make up the library's collection.

ALA. American Library Association, the national professional library organization.

Automation. All aspects involved in using a computer system for such tasks as circulation, cataloging, acquisitions, and interlibrary loans.

Cataloging. The process of describing an item in the collection and assigning a classification (call) number.

Capital funds. Funds for acquisition of or additions to fixed assets, such as building sites, new buildings and building additions, new equipment (including major computer installations), initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Note: Municipal accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of examples in the definitions. Expenditures for books, other than initial book stock, are not capital expenditures.

CD-ROM. Compact Disc, Read-Only Memory; a medium for storing data and multimedia information electronically.

CE. Continuing Education.

Certified library director, librarian or library administrator. These terms refer to a librarian maintaining proper certification from the DPI, as required by the Wisconsin Administrative Code, and as required by Chapter 43 for library membership in a public library system.

Chapter 43. The chapter of the *Wisconsin Statutes* governing the establishment and operation of public libraries and library systems.

Circulation. The act of loaning material from the library's collection for use outside the library. This activity includes checking out materials to users, either manually or electronically, and also renewing, each of which is reported as a circulation transaction. Interlibrary loan items provided to the library and checked out by the library should be counted as a circulation. Interlibrary loan items sent to, or checked out to, another library do not count as a circulation.

COLAND. Council on Library and Network Development; an advisory council on library services to DPI appointed by the governor and including library professionals and lay people.

Collection. The total accumulation of all library materials and electronic resources provided by a library for its clientele.

Contact hour. As defined in the *Wisconsin Public Librarian Certification Manual*, a contact hour is 60 minutes of continuous participation in an eligible continuing education activity.

DLTCL. Division for Libraries, Technology, and Community Learning, part of DPI.

DPI. Department of Public Instruction, State of Wisconsin.

DVD. Digital versatile disc; a medium for storing data and multimedia information electronically.

FTE. A standard measurement of staff size, full time equivalent is determined by summing the total hours worked per typical week by all library employees and dividing by forty.

Goals. Broad, long-term outcomes the community will receive as a desired result of specific services provided by the library to address identified strategic issues.

Hours open. For purposes of standards, the number of hours the main library building is open to the public during the winter.

ILL or Interlibrary loan. A transaction in which library material is loaned by one library to another outside its branch system for the use of an individual patron.

ILS. An Integrated Library System is a suite of library software for both public and library staff use consisting of modules to automate and coordinate common library operations such as circulation, catalog, serials, acquisitions, and ILL, with integrated Web content. In Wisconsin over 80% of the public libraries are part of a shared ILS often operated or coordinated by the library system

Key Staff. Library employees whose position or duties require that the public or other libraries be able to contact them individually.

LAN. A Local Area Network is a computer network linking workstations, file servers, printers, and other devices within a local area, such as an office. LANs allow the sharing of resources and the exchange of both video and data.

MARC. MACHine Readable Cataloging; the standard for bibliographic description encoded for computer processing.

Municipal population. The total number of persons who live inside the library's legal service jurisdiction, that is, the governmental unit(s) establishing the public library.

Nonresident. Nonresidents are library users who live outside the library's legal service jurisdiction, that is, the governmental unit(s) establishing the public library.

Objectives. In relation to planning, the means by which the library will measure its progress toward reaching a goal.

Output measures. Methods devised for measuring a library's performance, as determined by use of the library's resources and services.

Periodical. A publication with a distinctive title intended to appear in successive numbers or parts at stated or regular intervals and, as a rule, for an indefinite time; magazines and newspapers are periodicals.

PLA. The Public Library Association, a division of ALA (see above).

Processing. The carrying out of the various routines before material is ready for circulation, including cataloging and physical preparation.

Public access workstation. Any computer or terminal available exclusively for public use in the library.

R&LL. Reference and Loan Library.

Resident. A person who lives inside the library's legal service jurisdiction, that is, the governmental unit(s) establishing the public library.

Selection. The process of choosing the books and other materials to be bought by a library.

Service population. The municipal population (see above) plus an estimated value for an additional service area population.

SLP. Summer Library Program, an umbrella term for the children's activities and programs that a public library carries out during the summer.

Stakeholder. An individual or group who has an interest in and influences library activities, programs and objectives

Subscriptions. The arrangement by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues. As used in the quantitative measures of the standards, these are print and microform subscriptions only, not electronic or digital subscriptions.

SWOT Analysis: A strategic planning tool used to evaluate the Strengths, Weaknesses, Opportunities, and Threats involved in a project or service. Strengths and weaknesses are internal to an organization while opportunities and threats originate from outside. A SWOT analysis, generally conducted early in the planning process, helps libraries evaluate outside factors and internal situations.

Title. A title is a publication that forms a separate bibliographic whole, whether issued in one or several volumes, reels, discs, slides, or parts. The term applies equally to printed materials, such as books and periodicals, and to audiovisual materials and microforms. Duplicate copies represent one title.

Union catalog. A consolidated catalog of holdings from several libraries.

Volumes. Volumes are the number of physical units or items in a collection. Items that are packaged together as a unit, e.g., two compact discs, two films, or two videocassettes, and are generally checked out as a unit, should be counted as one physical unit.

WAN. A Wide Area Network uses high-speed, long-distance communications technology to connect computers over long distances

WAPL. Wisconsin Association of Public Libraries; a division of WLA.

Weeding. The selection of library material from the collection to be discarded, sold or transferred to storage because of poor physical condition, outdated content, or limited popularity.

WISCAT. Wisconsin Catalog, the statewide database of holdings contributed by Wisconsin libraries of all types; currently available on the Web.

Wisconsin Regional Library for the Blind and Physically Handicapped. A federally funded library, located in Milwaukee, which provides books and periodicals on discs and audio cassettes and in Braille to blind and physically handicapped citizens of all ages throughout Wisconsin.

WLA. Wisconsin Library Association, the state professional library association.

Workstation. As used in the standards, any computer or computer terminal.